



# Script for Briefing Marshals in Isis Winter League

**Make sure you have a radio and a klaxon to hand.**

**Get the marshals to sign in, giving their names, colleges and phone numbers. While they are doing that, explain:**

## The marshal's role

- Marshals are key to the safety of the event.
- Need to report events on the river to SU and Racedesk. Which of these you contact depends on the information:
  - River traffic, swans, anything that might delay a race (e.g. equipment failures, late crews) **go to the SU**
  - Substitutions, appeals, rules issues (abusive crews or bankriders, coxes without lifejackets) **go to Racedesk**
  - Rule of thumb: land-based things go to Racedesk, water-based goes to SU
- Work with crews to keep the event running smoothly. Keep them moving in busy areas (e.g. Head, Longbridges), act as a point of communication between crews in your area and Racedesk.

## Assign marshalling positions – 13 marshals, 4 timers, 1 bike marshal

- Positions are: Head, Finish, Boathouses A, Boathouses B, Univ., (*Greenbank*), Longbridges, Top Gut, (*Middle Gut*), Bottom Gut, Donnington Bridge, Spinning 1, Spinning 2
- Ask if anyone's done marshalling before – if they have, they should be in key positions
- X/S coxes if possible the Head and Spinning, N with several terms of experience if not
- Experienced rower or cox to Top Gut
- Experienced person at Finish if possible
- If anyone has done timing before, assign them to timing again
- Greenbank and Middle Gut marshals are good positions for new marshals, can be left out if short of marshals
- Explain where the positions are. Boathouse B will be the downstream half of the island, Boathouse A will be further upstream, the exact division between the two locations is variable depending on the crews around. Donnington Bridge marshal should be on the non-towpath side of the river to check CORC or Falcon boats
- Make sure marshals aren't assigned to positions near their boathouses

**Once you have assigned positions, send them to get their equipment and tell them to skim through the information on their clipboards. They will have time to read them fully on their way to their positions. Send timers to have a separate briefing.**

## Circulation pattern

- Make sure they know which way is upstream and downstream. Get them to point.
- Explain the circulation pattern to them, refer to the copy on their clipboards.
  - Crews should boat pointing downstream and head straight to Top Gut, keeping the middle of the river clear for river traffic
  - At Top Gut they should cross to the towpath side, Top Gut marshal to monitor the crossover
  - Normal training circulation below the Gut, spin and get into starting order
  - After the race, Crews should spin and wait on the Meadows side above the Finish. Once all crews have finished, start heading back to Boathouses. Non Boathouse Island crews should cross back to the Towpath Side below the Finish.
- **Other river traffic** should keep to the middle of the river in between divisions and be **politely** asked to wait if a race is about to go off/in progress

## Radios

- Demonstrate how to use the radios – turning them on, changing the volume and channel, and which button to press to speak
- Wait a second after pushing the button before you speak, or the start of the message will be cut off.
- Don't talk over the SUs, Racedesk, or other marshals

- Do not put the radios down or give them to anyone

### River checks

- The Senior Umpire will ask for a river check, usually from the Head. They want to know about river traffic, fishermen, swans or debris on the course. They do not want to know about the EA, OURCs launches, or crews in the right place.
  - In particular, Head, Longbridges, Top Gut, Spinning and Univ/Boathouse B need to watch for river traffic approaching the course.
- During the river check, or when a boat enters the course, the SU needs to know who you are, what the river traffic is, where it is, and where it is going. If there is no river traffic, say “clear”
- Example river check:
  - SU:** “SU to all marshals, can I have a River Check, starting from the Head, go.”
  - Head marshal:** “Head, the Magical Lucy is heading downstream. I’ve spoken to them and they intend to go through the Gut.
  - Finish Marshal:** “Finish, I can also see the Magical Lucy”
  - Boathouse A:** “Boathouse A, clear”
  - Boathouse B:** “Boathouse B, there is a swan heading out of the Cherwell onto the course”
- Do a practice check (without radios). The order: Head, Finish, Boathouses A, Boathouses B, Univ., (*Greenbank*), Longbridges, Top Gut, (*Middle Gut*), Bottom Gut, Donnington Bridge, Spinning 1, Spinning 2.
  - Positions in brackets may be dispensed with if short of marshals

### Air Horns – spend a while on this

- If the racing line is blocked and the next racing crew has no safe path, a crew is about to hit a swan, someone is in the water, there is someone in a boat requiring first aid, or a severe collision is imminent, **immediately klaxon**.
- Fire your klaxon in all directions for at least 10 seconds. During this time, press your radio button too so all marshals can hear it. Demonstrate how to do this (without actually firing or pressing the radio button)
- Do not stop klaxoning until everything you can see has stopped moving or it runs out of air. If a crew is not stopping, fire it at them.
- If you hear another klaxon, fire yours until all crews have completely stopped.
- If you need to klaxon a race and yours won’t work, say “KLAXON KLAXON KLAXON” clearly over the radio
- If you have klaxoned, state to race desk and the SU where you are, why you have klaxoned, and if First Aid is required. All crews should keep it held up until the SU says otherwise, unless instructed otherwise by a response launch
- We would rather they were over-zealous with the klaxons than overly-cautious
- MAKE SURE THEY KNOW HOW TO USE THEIR KLAXONS! ASK IF ANYONE’S AT ALL UNSURE!
- Do not put your klaxon down for any reason (in case they get stolen)
- **Never say “klaxon” on the radio except to confirm your own firing.** Ask “is the race live?” if you’re unsure. If yours has run out and you need a new one, call them an ‘air horn’ or ‘air powered race stopping device’

### Change overs – only do this if there is more than one shift of marshals

Please explain your job to replacements – they’ll have had this general briefing but may not have read the position-specific sheets. Spend about 10 minutes with them so they understand how to do each part of the job.

### **Make sure the marshals turn their radios on before they go to their positions**

#### Extra information for selected marshals

Raft marshals (get everyone to listen to this, useful info)

- Raft marshals are: Boathouses A and B, Univ, and Longbridges, (and Donny Bridge if CORC or Falcon are entering)
- **Boat checks:** Life jacket, bow ball, heel restraints, hatch covers, backstays on all riggers, lights if required, any repairs up to standard (tell them ask racedesk if unsure).

- A bow ball should be firmly attached; give them a waggle and push on the end to see how much it deflects (just try to pull the bow ball off). If the bow ball is attached with tape and you can't feel screws through it, tell the crew to get it fixed properly ASAP, as tape wears out.
- Make sure raft marshals know how to check heel restraints properly and what backstays are.
- **Bodcard checks:** Racedesk may ask you to perform a bodcard check on a particular crew.
  - As the crew lands, ask the cox for the ID of the whole crew. Radio racedesk and say you have the bodcards of the crew. If they haven't asked before, they will now ask you to switch to a different channel and they will talk you through what to do.
- Encourage crews to push off as soon as possible after the following launch from the previous division has passed

#### Start and finish marshals

- Start (Spinning) marshals work together and with the SU to get crews spun and in order
- Once the crews are in position and the division starts, feed the crews up to the Senior Umpire in order
- Spinning marshals should talk to the SU on their way to their positions
- Finish marshal drops the clacker as the bow of each boat passes the finish line
- Once crews have finished the race, encourage them to keep rowing up to the Head
- Head marshal co-ordinates the spinning of the crews
- Head and finish marshals should not let crews go below the finish while a division is in progress

#### Top Gut marshal

- Keeps a list of crews that have gone downstream. Let SU know which crews have not gone past when asked
- *(make sure Top Gut marshal has a pen/pencil and a list of all start orders)*

#### Bike marshal

- Rides a few yards in front of each division and warns public that the bank riders are coming.